



## Special Event Guidelines Accessibility

**Y**our event plans must comply with all city, county, state and federal disability access laws and regulations applicable to your proposed event activities. All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

City Council Policy requires special event activities that cause the temporary removal or closure of existing blue zones, to replace the blue zones with appropriately sized temporary alternatives on a one-to-one basis for the duration of the removal or closure. Directional signage as necessary from the temporarily removed or closed blue zones to the temporary alternatives must be provided.

Additionally, special events that generate a temporary increase in the need for accessible parking, or events that temporarily remove or close existing blue zones, shall follow special events guidelines for accessible parking and provide a sufficient number of appropriately sized and located temporary blue zones.

It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all city, county, state, and federal disability access requirements.



## Special Event Guidelines

### Accessibility

#### Paths of Travel/Accessible Routes

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- Your event should include accessible routes throughout your event venue, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 44" in width, not including the curb.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than 1/3" vertical or 1/2" beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

#### Accessible Parking/Transportation

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- City Council Policy requires that you replace similar parking in the same amount in another location on an accessible path of travel if your event venue, including production and other staff areas, displaces existing blue curb or other designated disabled parking areas.
- Provide accessible parking if designated parking areas are provided for an event.



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- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Include accessible parking for any VIP or other specifically designated parking areas such as limo and taxi zones.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

#### Accessible Restrooms/Sinks

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- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.



## Special Event Guidelines Accessibility

### Accessible Booths/Service Counters

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- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service counters should be no more than 36" in height and must be 35" or greater in width.

### Accessible Staging/Seating

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- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating in the designated seating areas.

### Accessible Communication

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- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.